

*see. ingt 5-1-4*

## MEMORANDUM FOR THE RECORD

13 March 1957

SUBJECT: Expansion of Agency Records Center

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1. On 5 March I was requested by [ ] Chief of the Budget Division, Office of the Comptroller, to meet with him at 4 o'clock that day to discuss the expansion of the Agency Records Center with Mr. Harry Wilhelm, Bureau of Budget Representative.

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2. Mr. [ ] began the meeting by advising Mr. Wilhelm of the Agency's need to build an addition to its Records Center. He asked Mr. Wilhelm if he would give an informal opinion for guidance of the DCI before submitting a formal request to the Bureau for authority to go ahead with construction of the addition to the Records Center. The director was anxious to handle this matter in an informal way, initially, because of the President's viewpoint with respect to any Government construction at this time.

3. Mr. Wilhelm indicated that the directive from the White House and the Bureau of the Budget to all Agency heads with respect to Government construction was quite rigid. He indicated, however, that in the case of this Agency he saw some possibility of lee way with respect to handling our situation. He proposed that on a later date he would come over and ask for some specification information with respect to the organization of the Agency's Records Management Program, how it is being carried out, and what criteria we use for the destruction of records.

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4. On 7 March I met with Mr. Wilhelm of the Bureau of the Budget in Mr. [ ] Office again. At that time Mr. Wilhelm was interested in the following:

- a. Total Volume of Agency records.
- b. Per cent of Agency records, permanent and temporary.
- c. Extent to which Records Control Schedules have been prepared.
- d. Volume of records now in the Records Center.
- e. Per cent of records in the Records Center which consist of published materials.
- f. Reference rate.
- g. What would the Agency do if they could not build additional Records Center space at this time.
- h. Has microfilm been considered.

5. I supplied Mr. Wilhelm with answers with respect to all of the above items. He seemed to be well satisfied with the information I gave him. He was quite pleased to know the extent of our Records Management Program and the degree of success that we have had in transferring inactive records to the Center and in destroying materials. He said that he was quite sympathetic with our entire program and that he was quite interested in seeing it go ahead without any holdups as a result of lack of Records Center space.

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6. He concluded by saying that the Bureau of the Budget had just received word late that afternoon about remarks the President had made at his Press Conference that day with respect to the spiralling effect of the cost of living on the economy of the country. He further stated that the Bureau of the Budget had been requested to begin reviewing all Agency Budgets the next day to see if further reductions can be made in manpower, money, and materials, with respect to construction. The President is firm in his opinion that no new construction should be undertaken unless it is to the interest of the national health, welfare, or defense of the country. Mr. Wilhelm indicated, however, that he thought that we had a very legitimate need for our additional Records Center requirements even in view of the President's position and that while he was not in a position to render an informal opinion with respect to our request, he would discuss it with his superiors at the Bureau of the Budget and advise us within the next few days.

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7. On 12 March I called Mr. [ ] to inquire as to whether he had received any word from the Bureau of the Budget on our request. He said that they had promised a response within a few days but he had not heard anything.

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8. On 13 March Mr. [ ] advised me that the DD/S (Colonel White) was still quite interested in the expansion of the Records Center and would pursue the matter further with the Bureau of the Budget on Thursday, 14 March. He said that Colonel White had advised him again that he did not want the Records Management Program to be slowed down because of inadequate space for inactive records. Consequently, we should continue to pursue informally our efforts to acquire space by lease or otherwise for inactive records.

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